

CHARTER
For the Integrated Corrective Action Management Team
March 18, 1999

BACKGROUND

As a part of the Implementation Plan for Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 98-1, the Department of Energy committed to developing a computer-based tracking system for the corrective actions derived from environment, safety, and health assessments. In order to fulfill these tracking system commitments and their associated actions, the Integrated Corrective Action Management (I-CAM) Team is chartered.

The I-CAM Team is a working group responsible for the development and implementation of the Department's Corrective Action Tracking System (CATS). The Team reports to the Director of the Safety Management Implementation Team (SMIT).

MISSION

The I-CAM Team will guide the requirements identification, development, testing, population, and implementation verification for the CATS. The I-CAM will be responsible for the timely completion of the CATS-related commitments in the Department's Implementation Plan for DNFSB Recommendation 98-1, as follows:

1. Develop and approve a charter for the I-CAM Team by April 1, 1999.
2. Fully develop the Department's CATS by June 1, 1999.
3. Populate the Department's CATS by September 1, 1999 with information on relevant safety issues and corrective actions associated with the legacy assessment reports issued by the Office of Oversight since August 1995.
4. Provide a report by March 1, 2000 summarizing tracking system ownership, funding, maintenance and effectiveness of the CATS, with any recommended changes, if necessary.

FUNCTIONS

The I-CAM will have the following roles and responsibilities:

- Represent line users, with the goal of ensuring ownership and value to the affected Department organizations.

- Establish detailed system design requirements, including the required fields and views, and other requirements necessary to: 1) support efficient integration with existing action tracking databases, 2) ensure that each Field Organization (Operations/Field/Area/Site/Group Office) subject to Office of Independent Oversight reviews can remotely input CATS data from their local tracking systems or directly into the CATS database via the Internet, and 3) ensure that the CATS graphical interface for data entry is intuitive, as is the graphical interface for Management reporting and data sorting.
- Establish procedures and protocols for use;
- Establish schedule milestones;
- Define system testing requirements;
- Accept tracking system for use;
- Coordinate the loading of legacy safety issues;
- Facilitate identification of a cognizant line manager for each legacy safety issue identified by EH-2;
- Evaluate feedback from line organizations on effectiveness of procedures and protocols during implementation of the CATS;
- Establish membership and guidelines for a CATS users group;
- Facilitate solutions regarding disputes on system administration and entry of legacy issues;
- Review and approve system/procedure changes;
- Establish the format and procedures for a quarterly summary report to the Secretary of Energy on the status of corrective actions to resolve identified safety issues;
- If additional corrective action data sets (other than those from Independent Oversight Reviews) are to be included in the CATS, the I-CAM Team will facilitate their integration into the CATS; and
- Interface with the Office of Nuclear Safety Policy and Standards, EH-31, to support their responsibilities for 98-1 actions relating to Departmental directives improvements.

MEMBERSHIP - Integrated Corrective Action Management (I-CAM) Team

The Team is composed of the following Department employees:

Richard Crowe	SMIT	I-CAM Champion
Tom McDermott	CH	
Bette Mohr	CIO	
Gerry Gears	DP	
Steve Scott	EH	co-Chair
Ali Ghovanlou	EH-2	
Bud Danielson	EH-31	
Tom Rollow	EH-33	
Bob Goldsmith	EM	
Craig Zamuda	FE	
Joe Hassenfeldt	FM	co-Chair
Bill McQuiston	ID	
Barry Parks	SC	
Richard Stark	SMIT	
Mike Worley	S-3.1	

DURATION

This Charter will expire when the I-CAM commitments from the 98-1 Implementation Plan have been completed.

Richard C. Crowe
Director, Safety Management
Implementation Team